

Los Angeles County - Department of Health Services

Enterprise i-Response Medical Staff Affiliation Verification Letter Job Aid

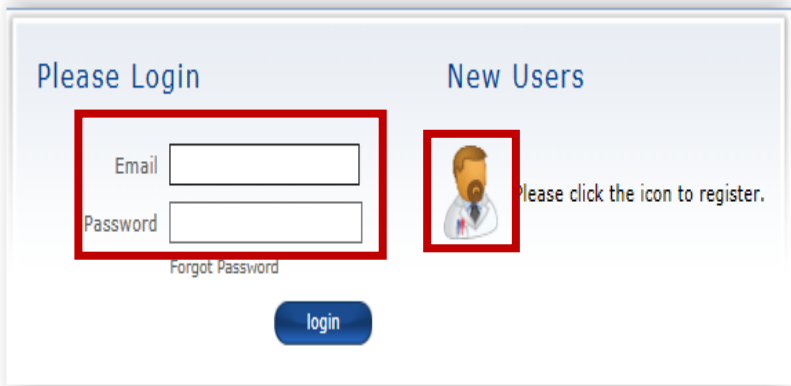
CACTUS Enterprise iResponse medical staff affiliation module allows outside organizations to request electronic verification of practitioners in good standing on the medical staff of the various Los Angeles County, Department of Health Services (DHS) facilities. The requesting organization may also print a verification letter as generated by this system.

Please note that Internet Explorer version 10 or above is the recommended browser for CACTUS Enterprise iResponse. It currently does not support Chrome and Firefox browsers. For technical issues please contact the Enterprise Help Desk at (323) 409-8000.

Read the User's Quick Reference document below for generating the electronic medical staff affiliation letter. Should you have any further questions, please contact the respective Medical Staff Office

- Ambulatory Care Network: (747) 210-8898
- Ambulatory Surgery Centers: (747) 210-8898
- Harbor-UCLA Medical Center: (424) 306-6590
- LAC+USC Medical Center: (323) 409-4040
- Olive View-UCLA Medical Center: (747) 210-3031
- Rancho Los Amigos National Rehabilitation Center: (562) 385-7161

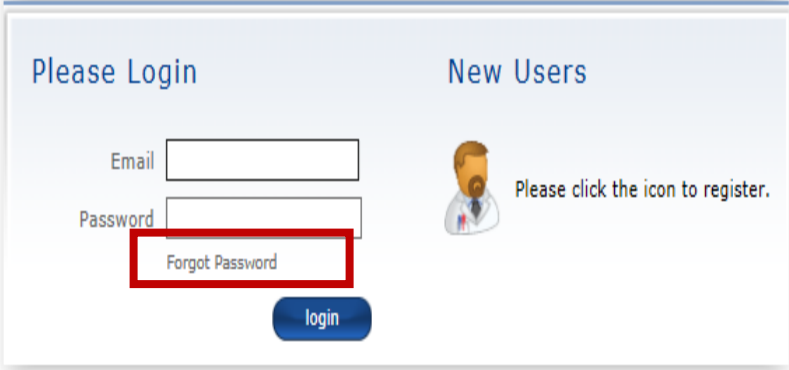
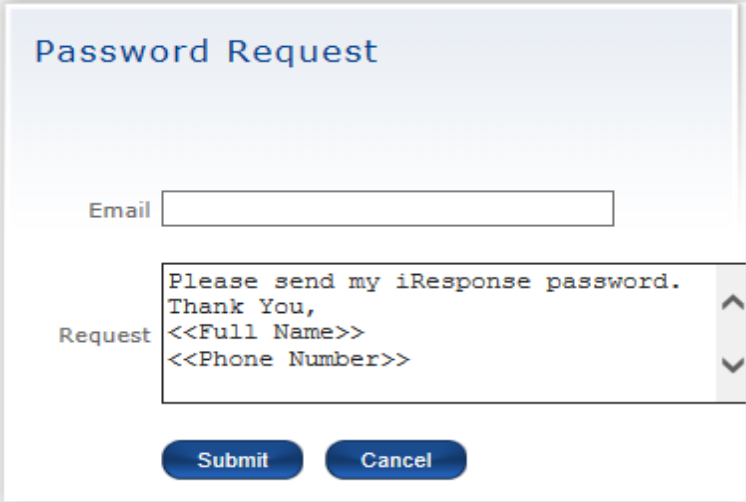
The following is a user's quick reference document:

No.	What do you see	What to do (Actions are in bold)
1	https://verify.dhs.lacounty.gov/iResponse/ApplicationSpecific/login.asp	Click on the link provided by the Medical Staff Office when you request verification of a practitioner's affiliation at DHS
2	<p>Log In</p> 	<p><i>Existing and already Registered users:</i></p> <ul style="list-style-type: none"> • Enter Email and Password on the left side of the login screen. • Click Login. <p><i>New Users</i></p> <p>Click the New Users icon on the login page to register and set up a password. (See number 5 below)</p>

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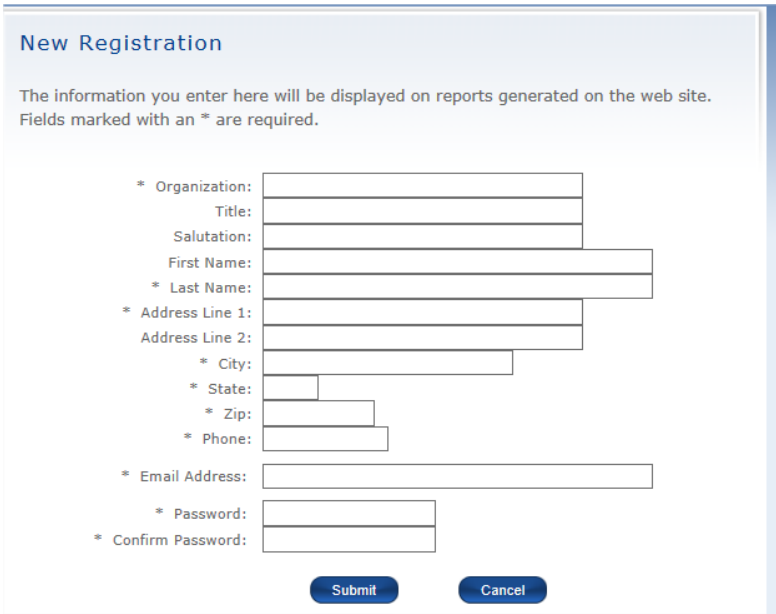

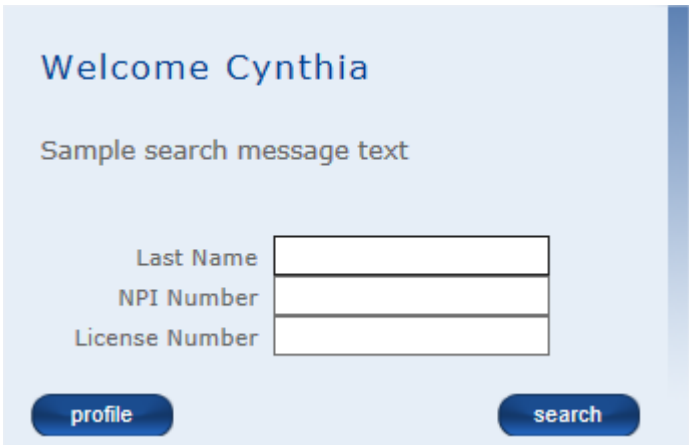
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3	<p><i>Existing and already Registered user</i> If the existing users forgot their login e-mail</p> 	<p>Click the link “Forgot Password”</p>
4	<p><i>Existing and already Registered user -> Forgot Password</i></p> 	<ul style="list-style-type: none"> • Enter the e-mail that you have registered earlier • Enter your full name and phone number in the request box • Click submit button <p>If you have issues, please contact the Enterprise Help Desk at (323) 409-8000.</p>

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<p>5</p>	<p><i>New Users</i></p>  <p>The information you enter here will be displayed on reports generated on the web site. Fields marked with an * are required.</p> <p>* Organization: <input type="text"/> Title: <input type="text"/> Salutation: <input type="text"/> First Name: <input type="text"/> * Last Name: <input type="text"/> * Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> * City: <input type="text"/> * State: <input type="text"/> * Zip: <input type="text"/> * Phone: <input type="text"/> * Email Address: <input type="text"/> * Password: <input type="password"/> * Confirm Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>  <p>Your registration has been saved.</p> <p>Please click OK to continue.</p> <p style="text-align: center;"><input type="button" value="ok"/></p>	<p>New users must complete the required information marked with an asterisk (*).</p> <ul style="list-style-type: none"> • Enter all required information • Click Submit <ul style="list-style-type: none"> ➤ A confirmation screen displays <p>New User Registration Fields</p> <ul style="list-style-type: none"> • Organization • Title • Salutation • First Name • Last Name • Address Line 1 • Address Line 2 • City • State • Zip • Phone • Email Address • Password • Confirm Password
<p>6</p>	<p>Practitioner Search</p>  <p>Welcome Cynthia</p> <p>Sample search message text</p> <p>Last Name <input type="text"/> NPI Number <input type="text"/> License Number <input type="text"/></p> <p style="text-align: center;"><input type="button" value="profile"/> <input type="button" value="search"/></p>	<p>iResponse opens with a [Profile] option and a [Search] option</p> <p>Profile This option allows users to update registration information</p> <ul style="list-style-type: none"> • Click Profile. <ul style="list-style-type: none"> ➤ The registration screen displays <p>Search Users may search for practitioners by Last name, NPI Number, or License Number, or combination of above search criteria</p> <p>Click Search</p>

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7 Search Results

John D Berne, MD (101705)

LAC+USC Medical Center - Inactive Practitioner

Status	Inactive
Category	Inactive

Thomas V Berne, MD (101706)

LAC+USC Medical Center - Active Practitioner

Status	Current
Category	Active

NPI	1801918503
Specialties	Surgery-SR

Daniel T Berney, MD (101707)

LAC+USC Medical Center - Inactive Practitioner

Status	Inactive
Category	Inactive

Specialties	Anesthesiology-AN
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Based on the search criteria a list of practitioners will be displayed. The following information, if available, appears for each practitioner:

- Photo of practitioner
- Practitioner name (System ID)
- Facility(ies) and Active or Inactive status in those facility(ies)
- Status
- Category
- NPI number
- Specialties

- **Scroll** downward to see the full list of practitioners.
- **Click** the practitioner's name to generate a verification letter about the practitioner's standing at each facility.
 - One of three letters are generated:
 - 1) In Good Standing Letter
 - 2) Contact Medical Staff Office (MSO) Letter for questions, if any
 - 3) Combination Letter

The letter opens in a new window